

12 January 2006

MEMORANDUM FOR Directorate of Plans, Training and Mobilization (DPTM)
Personnel

SUBJECT: DPTM Energy Conservation Policy

1. Purpose. To designate responsibilities and procedures within DPTM to conserve facilities energy.

2. References.

a. AR 11-27 The Army Energy Policy.

b. XVIII Airborne Corps and Fort Bragg Master Policy #53, Energy Management - Fixed Facilities.

c. Department of the Army Building Energy Monitor (BEM) Handbook.

3. Responsibilities:

a. The Director will:

(1) Appoint an Energy Coordinator for the Directorate.

(2) Ensure that the staff and the facilities under his control will make reasonable effort to comply with appropriate policies and regulations and ensure operations are conducted under the best sustainable practices possible.

b. Division Chiefs will:

(1) Appoint a building Energy Monitor for each building under their control.

(2) Ensure the procedures outlined in the Director's policy are adhered to.

(3) Relay recommendations for energy saving changes from the BEM to the Director.

c. Building Energy Monitors will:

(1) Serve as building's point of contact.

(2) Call in work orders for low cost maintenance and energy conservation opportunities promptly.

(3) Monitor the operation of your building.

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(4) Recommend energy saving changes to your building's operating procedures to the Director through the Chain of Command.

(5) Meet with your Energy Coordinator to solve energy problems.

(6) Report problems with the building's heating and cooling systems.

(7) Incorporate water management into your conservation plan.

(8) Conduct quarterly walkthrough inspections using the checklist provided in enclosure 2, to assess the organization's compliance with this policy. Make necessary corrections to ensure personnel and facilities comply with this policy.

d. Energy Coordinator will:

(1) Chair the quarterly Energy Conservation Meeting;

(2) Serve as the Director's POC to the Installation Energy Coordinator;

(3) Track the Directorate's progress in energy conservation.

4. Energy Conservation Measures:

a. Heating and cooling standards.

(1) For office areas during heating season, the range is 65°F - 70°F during working hours and not more than 55°F during non-working hours.

(2) Temperature in warehouses and similar active working spaces will be adjusted lower (55°F or below) depending upon the type of occupancy and degree of activity in the space.

(3) Clean (vacuum) warm-air registers, baseboard heaters, and radiators as needed and make sure they are not blocked by furniture, carpeting or drapes.

(4) Cooling season temperatures for occupied general office space is maintained in the range 76 to 80°F. Within the allowed ranges, all reasonable effort should be made to maintain temperatures that a majority of the personnel find comfortable and yet results in the least consumption of energy.

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(5) Personal space heaters are prohibited.

b. Lighting standards.

(1) Turn off lights when not being used. The last person leaving an office area will turn off all lighting except for the minimum necessary to safely move through hallways.

(2) To the maximum extent possible, personnel on all offices will use natural sunlight through windows as lighting sources. Focus the light where it is needed rather than lighting the entire room. Use task lighting (under cabinet lighting, reading lamps, etc.) whenever possible rather than lighting the entire room. All task lighting will use compact fluorescent bulbs. No one will use incandescent bulbs.

c. Appliances:

(1) Personal appliances such as coffee pots, microwave ovens, refrigerators, toaster ovens are prohibited. Personnel will use the appliances located in break areas.

(2) All appliances purchased for use will have an Energy Star Rating.

(3) All new refrigerators purchased within DPTM will have automatic moisture control (not anti-sweat refrigerators); this will help reduce moisture problems and use of unneeded energy. Make sure fridges and freezers seal properly. Refrigerator temperature will be 37° to 40° F for the fresh food, and 5° for the freezer.

(4) Vacuum the condenser coils on your refrigerators and ensure freezers are cleaned once a quarter.

d. Infiltration:

(1) Make sure that all doors remain closed, especially during the heating and cooling seasons. If your building has any unheated rooms or areas, keep doors closed to prevent infiltration to conditioned spaces.

(2) Warehouses will have dock curtains for unloading, initiate a work order for their installation and install as funds become available.

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(3) Inspect windows and doors semi-annually (once every 6 months prior to heating and cooling seasons) to ensure the doors and windows seal tightly when closed. Ensure that damaged caulking and weather stripping is repaired or replaced.

(4) Inspect for air leaks in and around electrical outlets. Rubber inserts are commercially available to seal any leaky outlets. Submit a work order for the immediate repair of cracked or missing windows.

e. Water:

(1) Promptly call in work orders for toilet leaks, and leaky faucets.

(2) Reduce hot water heater temperature to 95°F.

f. Automation:

(1) All computers will be set to go to "Stand-by" mode after being idle for more than 10 minutes. Computers will not be shut off at night or on weekends (DOIM pushes updates during evening hours).

(2) Monitors will be turned off when not in use.

(3) All printers, photocopiers will be turned off in the evenings and on weekend unless being used.

(4) All non-essential facsimile machines will be turned off on weekends and during non-duty hours.

2 Encls

1. Bldg Energy Monitor Handbook
2. Inspection Checklist



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and Mobilization